

PURPOSE

This manual applies to Michigan Department of Health and Human Services (MDHHS) outgoing grant agreements. Outgoing grant agreements are discretionary. Contact a Bureau of Grants and Purchasing (BGP) grant analyst for answers to outgoing grant questions. For more information, state of Michigan employees can visit the [BGP website](#) at Inside MDHHS > About > Offices and Departments > Financial Operations > Bureau of Grants and Purchasing.

EFFECTIVE DATES

A grant agreement or amendment is in effect based on the agreement language and when signed by both the grantee and the MDHHS signature authority.

No activity will be performed and no costs to the state will be incurred prior to the date established in the agreement or the effective date of the agreement, whichever is later.

DURATION OF AGREEMENT

Most outgoing grant agreements are one year in duration and based on the state's fiscal year. Grant agreements may include language to extend the agreement for a longer term.

AGREEMENT APPROVALS AND SIGNATURES

Signature authority for all outgoing grant agreements is formally delegated by the MDHHS director.

FORMS

State of Michigan employees can find forms referred to in this policy manual on the BGP website.

CONTACT

For more information contact [MDHHS-MIEGRANTS-AGREEMENT-DOC](#).